

## **POLICY: BUDGET MODIFICATION REQUESTS**

**POLICY STATEMENT:** It is the policy of the Bureau of Developmental Disabilities Services (BDDS) that an existing Budget may be modified using a Budget Modification Request (BMR) when an Individual being served requires an increase in specific Services.

### **DETAILED POLICY STATEMENT**

The BMR process is in place for waiver consumers who experience circumstances where additional funds are needed for short-term, unanticipated situations. Each initial event requested, if approved, shall not exceed ninety (90) days.

In order for a BMR to be considered, the following must first be sought:

1. Housemates
2. Electronic Monitoring Service
3. Medicaid Prior Authorization Services
4. Natural Supports

### **BUDGET MODIFICATION REQUEST CATEGORIES (FOR CONSIDERATION)**

1. Loss of a housemate due to:
  - a. death;
  - b. extended hospitalization of fourteen (14) or more days;
  - c. nursing facility respite stay of fourteen (14) or more days;
  - d. incarceration of fourteen (14) or more days;
  - e. State substantiated abuse, neglect, or exploitation;
  - f. State intervention for behavioral needs;
  - g. State intervention for health or medical needs; or
  - h. housemate changes Providers.
2. Loss of employment.
3. State substantiated abuse, neglect, or exploitation.
4. Short-term behavioral needs requiring State intervention.
5. Short-term health or medical needs requiring State intervention.

**Documentation requirements for BMR requests include, but are not limited to the following:**

1. If increased behaviors result in a BMR, documentation regarding changes to the consumer's behavior plan, staff trainings, etc. will be required within 30 days of the request for the BMR to be considered.

- a. If behaviors are anticipated to last longer than ninety (90) days, a Budget Review Questionnaire should be completed rather than a BMR.
2. In order for a BMR to be considered in Crisis situations a consumer must first go through the Crisis process.
3. Individualized Support Teams (ISTs) must work together to address the individual's need and develop a long term plan within the individual's resources.
  - a. ISTs will be asked to submit these long term plans and objectives for all additional Budget Modification Requests.

## DEFINITIONS

"BDDS" means Bureau of Developmental Disabilities Services as created under IC 12-11-1.1-1.

"Electronic Monitoring" means the provision of oversight and monitoring within the residential setting of adult waiver participants through off-site electronic surveillance.

"Individualized Support Teams" means a team of persons, including:

1. an Individual;
2. the Individual's Legal representative, if applicable;
3. the Individual's Providers;
4. the Individual's Case Manager, if indicated;
5. a BDDS representative; and
6. other persons identified by the Individual or the Individual's Legal representative, if applicable,

who assist the Individual in the development and implementation of the Individual's ISP.

## REFERENCES

IC 12-9-2-3;  
IC 12-11-1.1;  
IC 12-11-2.1

Approved by: Julia Holloway, DDRS Director-

